

GREAT PLAINS

Technology Center

COURSE OF STUDY

Instructor: Sybille McKay

Course Title: Unit 1-Providing for Children's Safety

Course Length: 10 Hours

Credits: Student Transcript upon request

Prerequisites: Basic Windows/Internet navigation skills are highly recommended. Classes may be taken in any order, should take unit 10 last. Ideally student will work at a child care facility, or have done so in the past. To be employed in Oklahoma at a licensed child care facility, you have to be able to pass a background check/sex offender registry check.

Course Description: Providing for children's safety is a major responsibility for all early education centers. Safety concerns range from accidents involving injury to emergency evacuation of the building. Safety concepts and issues need to be addressed by early education staff every day. Early education centers should have written policies regarding safety issues. Early education staff must know the policies involving safety issues and be prepared to carry them out.

Evaluation Procedure: Students need to attend all assigned classes.

GRADING SCALE:

90-100	= A	65-69	= D
80-89	= B	64 and below	=F
70-79	= C	Attendance/no drop	=U

Classroom Procedures and Information:

1. Turn cell phones on silent – text messaging not allowed.
2. Enroll early in the next unit-cancellation decisions are typically made by noon the day prior to class beginning.

Instructional Materials: Pens/Pencils, paper, binders, textbook at GPTC bookstore.

Bibliography: Early Care & Education: Pathway to Your National Credential, Student Edition, CIMC. This textbook is required.

GREAT PLAINS

Technology Center

COURSE OF STUDY

Instructor: Sybille McKay

Course Title: Unit 2-Providing for Children's Health

Course Length: 10 Hours

Credits: Student Transcript upon request

Prerequisites: Basic Windows/Internet navigation skills are highly recommended. Classes may be taken in any order, should take unit 10 last. Ideally student will work at a child care facility, or have done so in the past. To be employed in Oklahoma at a licensed child care facility, you have to be able to pass a background check/sex offender registry check.

Course Description: Proper health practices are vital for children to be healthy. Childhood is a time of growth in all areas of development. Healthy habits and attitudes formed in childhood often carry over into adulthood. Poor health habits in children can lead to problems ranging from minor to severe. These problems include obesity, malnutrition, and lack of good health and the ability to fight infections. The early education teacher should promote healthy lifestyles.

Evaluation Procedure: Students need to attend all assigned classes.

GRADING SCALE:

90-100	= A	65-69	= D
80-89	= B	64 and below	=F
70-79	= C	Attendance/no drop	=U

Classroom Procedures and Information:

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Instructional Materials: Pens/Pencils, paper, binders, textbook at GPTC bookstore.

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GREAT PLAINS

Technology Center

COURSE OF STUDY

Instructor: Sybille McKay

Course Title: Unit 3-Providing an Environment for Learning

Course Length: 15 Hours

Credits: Student Transcript upon request

Prerequisites: Basic Windows/Internet navigation skills are highly recommended. Classes may be taken in any order, should take unit 10 last. Ideally student will work at a child care facility, or have done so in the past. To be employed in Oklahoma at a licensed child care facility, you have to be able to pass a background check/sex offender registry check.

Course Description: Providing an appropriate environment for learning is essential for an early education program. Children need an environment which promotes learning, development in all areas, provides for easy supervision and observation, and is comfortable.

The environment should also encourage independence and allow for choices. The environment should contain learning materials that promote development in the different areas. Environments which are age-appropriate and properly set-up will also help minimize behavior problems and make children feel secure and happy.

Evaluation Procedure: Students need to attend all assigned classes.

GRADING SCALE:

90-100	= A	65-69	= D
80-89	= B	64 and below	=F
70-79	= C	Attendance/no drop	=U

Classroom Procedures and Information:

1. Turn cell phones on silent – text messaging not allowed.
2. Enroll early in the next unit-cancellation decisions are typically made by noon the day prior to class beginning.

Instructional Materials: Pens/Pencils, paper, binders, textbook at GPTC bookstore.

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GREAT PLAINS

Technology Center

COURSE OF STUDY

Instructor: Sybille McKay

Course Title: Unit 4-Child Growth & Development

Course Length: 30 Hours

Credits: Student Transcript upon request

Prerequisites: Basic Windows/Internet navigation skills are highly recommended. Classes may be taken in any order, should take unit 10 last. Ideally student will work at a child care facility, or have done so in the past. To be employed in Oklahoma at a licensed child care facility, you have to be able to pass a background check/sex offender registry check.

Course Description: The development of a child is a complex process that begins with conception. Children experience many kinds of development from infancy to school-age. Not only do children develop physically, they also develop socially, emotionally, intellectually, and morally. Certain characteristics can describe the typical growth of a child in a specific age group. Each individual child develops differently, but certain developmental skills generally occur within a specific age range. Caring for children successfully depends on understanding and applying basic concepts in child development.

Evaluation Procedure: Students need to attend all assigned classes.

GRADING SCALE:

90-100	= A	65-69	= D
80-89	= B	64 and below	=F
70-79	= C	Attendance/no drop	=U

Classroom Procedures and Information:

1. Turn cell phones on silent – text messaging not allowed.
2. Enroll early in the next unit-cancellation decisions are typically made by noon the day prior to class beginning.

Instructional Materials: Pens/Pencils, paper, binders, textbook at GPTC bookstore.

Bibliography: Early Care & Education: Pathway to Your National Credential, Student Edition, CIMC. This textbook is required.

GREAT PLAINS

Technology Center

COURSE OF STUDY

- Instructor:** Sybille McKay
- Course Title:** Unit 5-Ensuring Developmentally Appropriate Practice
- Course Length:** 25 Hours
- Credits:** Student Transcript upon request
- Prerequisites:** Basic Windows/Internet navigation skills are highly recommended. Classes may be taken in any order, should take unit 10 last. Ideally student will work at a child care facility, or have done so in the past. To be employed in Oklahoma at a licensed child care facility, you have to be able to pass a background check/sex offender registry check.

Course Description: Developing and presenting activities is an important part of an early education teacher's job. Children need a variety of activities to promote their physical, intellectual, social, and emotional growth. Activities must be developmentally appropriate, interesting to children, and allow hands-on learning. They should give children the opportunity to observe and explore. Young children learn through play and activities must be fun for children. Activities should be adapted for children with special needs. Because of the importance of developmentally-appropriate activities, early education teachers must have much practice in developing them.

Class Objectives:

- Students will learn about developmentally appropriate practice
- Students will learn and discuss similarities and differences in free play, child directed play and teacher directed play
- Students explore the Oklahoma Early Learning Guidelines and discuss how to use the ELG in developing activities for children.
- Students discuss unplanned/unexpected teaching opportunities and how teachers can extend children's learning
- Students will learn and discuss the benefits of reading daily to children

Class Assignments:

1. Develop nine developmentally appropriate activities for children of a chosen age-group according to CDA Resource Collection Item RC II. – possible points 90
2. Develop Competency Statement II to include CS II a, CS II b, CS II c, CS II d
Possible points 100

3. End of Unit Test – possible points 100
4. Attendance – possible points 100
5. Participation in class possible points 10

Evaluation Procedure: Students need to attend all assigned classes. Students may not miss more than two class sessions to receive a passing grade. Instructor reserves the right to lower the grade due to habitual tardiness.

GRADING SCALE:

360-400pts	= A	260-279	= D
320-359	= B	256 and below	=F
280-319	= C	Attendance/no drop	=U

Classroom Procedures and Information:

1. Turn cell phones on silent – text messaging not allowed.
2. Enroll early in the next unit-cancellation decisions are typically made by noon the day prior to class beginning.

Instructional Materials: Pens/Pencils, paper, binders, textbook at GPTC bookstore.

Bibliography: Early Care & Education: Pathway to Your National Credential, Student Edition, CIMC. This textbook is required.

GREAT PLAINS

Technology Center

COURSE OF STUDY

Instructor: Sybille McKay

Course Title: Unit 6-Guiding Children

Course Length: 15 Hours

Credits: Student Transcript upon request

Prerequisites: Basic Windows/Internet navigation skills are highly recommended. Classes may be taken in any order, should take unit 10 last. Ideally student will work at a child care facility, or have done so in the past. To be employed in Oklahoma at a licensed child care facility, you have to be able to pass a background check/sex offender registry check.

Course Description: Guiding children includes all of the actions that adults do to positively influence the behavior of children. The goal of guidance is for children to learn self-control and to behave in a socially acceptable manner. Guidance also ensures that the health and safety of the child is protected. Early education teachers cannot compromise on guidance issues involving the health or safety of the child. Individuals must use the guidance techniques that work best for their specific facility. Guiding children takes time, patience, and understanding but to effectively guide children, the teacher must build a good relationship with the child and have a thorough understanding of child development and knowledge of positive guidance techniques.

Class Objectives:

- Students explore and discuss the difference between guidance and punishment
- Students will learn about direct and indirect guidance techniques
- Students will explore ways how to develop relationships and how to communicate with parents
- Students will discuss the three styles of caregiving and how they affect children
- Students will discuss and learn about positive guidance techniques
- Students will learn about setting limits and rules
- Students will be introduced to the Oklahoma Child Care Warmline Agency

Class Assignments:

1. Students will develop positive statements for effective guidance – 50 possible points
2. Write a paragraph reflecting on your philosophy of guiding young children's positive behaviors – 50 possible points
3. End of Unit Test – 100 possible points
4. Class attendance – 100 possible points

Evaluation Procedure: Students need to attend all assigned classes. A student may not miss more than one class session to achieve a passing grade in the class. Instructor reserves the right to lower the grade due to habitual tardiness.

GRADING SCALE:

270-300pts	= A	195-209	= D
240-269	= B	194 and below	=F
210-239	= C	Attendance/no drop	=U

Classroom Procedures and Information:

1. Turn cell phones on silent – text messaging not allowed.
2. Enroll early in the next unit-cancellation decisions are typically made by noon the day prior to class beginning.

Instructional Materials: Pens/Pencils, paper, binders, textbook at GPTC bookstore.

Bibliography: Early Care & Education: Pathway to Your National Credential, Student Edition, CIMC. This textbook is required.

GREAT PLAINS

Technology Center

COURSE OF STUDY

Instructor: Sybille McKay

Course Title: Unit 7-Involving Families and the Community

Course Length: 10 Hours

Credits: Student Transcript upon request

Prerequisites: Basic Windows/Internet navigation skills are highly recommended. Classes may be taken in any order, should take unit 10 last. Ideally student will work at a child care facility, or have done so in the past. To be employed in Oklahoma at a licensed child care facility, you have to be able to pass a background check/sex offender registry check.

Course Description: Families and the community are vital resources to the success of an early education program. Early education providers must be proactive in involving families. Although not all families will have the time to be actively involved in the program, such as volunteering, they need to be involved in helping the early education center best meet the needs of their child. Early education providers need to be creative and resourceful in using families and community resources to aid them in their teaching.

Evaluation Procedure: Students need to attend all assigned classes.

GRADING SCALE:

90-100	= A	65-69	= D
80-89	= B	64 and below	=F
70-79	= C	Attendance/no drop	=U

Classroom Procedures and Information:

1. Turn cell phones on silent – text messaging not allowed.
2. Enroll early in the next unit-cancellation decisions are typically made by noon the day prior to class beginning.

Instructional Materials: Pens/Pencils, paper, binders, textbook at GPTC bookstore.

Bibliography: Early Care & Education: Pathway to Your National Credential, Student Edition, CIMC. This textbook is required.

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Technology Center

COURSE OF STUDY

Instructor: Sybille McKay

Course Title: Unit 8-Program Planning & Record Keeping

Course Length: 10 Hours

Credits: Student Transcript upon request

Prerequisites: Basic Windows/Internet navigation skills are highly recommended. Classes may be taken in any order, should take unit 10 last. Ideally student will work at a child care facility, or have done so in the past. To be employed in Oklahoma at a licensed child care facility, you have to be able to pass a background check/sex offender registry check.

Course Description: Developing program plans and keeping effective records are two essential aspects of operating an early education facility. Although both aspects are key to operating a facility, they do have two distinct goals. Early education facilities approach program planning and curriculum development in many different ways. However, program plans must meet the developmental needs of the children and help them grow and learn. The daily activities at an early education facility should not “just happen.” Early education teachers should use schedules and lesson plans to ensure that all areas of development are addressed and to help activities and transitions run smoothly. Recordkeeping, on the other hand, provides written documentation of necessary information and is required by most states. It is much more than just “paperwork.” Good recordkeeping, just as good program planning helps provide quality early education and quality early opportunities for children and families.

NOTE: Throughout this unit there will be times when curriculum and lesson planning terms are used. For clarification, curriculum is everything that a child learns while in the program. It includes the daily activities (lesson plans), but also includes the programs philosophy, transitions, routines, and teachable moments. It encompasses children’s understanding of language, social skills, creative development, physical development, cognitive skills, emotional development, and should be based on sound practices and supported by the programs director, teachers, and families. Lesson Plans, will focus more on activities the teacher/caregiver plans to provide for the children which meet individual and group goals.

Class Objectives:

- Students will learn about considerations in developing a lesson plan
- Students will identify factors to consider when planning a schedule
- Students will provide the name, address and phone number of your states agency that regulates child care centers and homes, describe the qualification requirements for personnel, and report on group size/adult ratios.
- Students will provide 3 samples of record keeping forms you use or have used.
- Students will develop a reflective statement describing how your teaching practices ensure a well-run, purposeful program that is responsive to participant needs.

Class Assignments:

1. End of Unit Test – possible points 100
2. Attendance – possible points 100
3. Participation in class possible points 100
4. Assignment 1 – Provide 3 record keeping forms (see above) 50 points
5. Assignment 2 – Provide the name, address, and phone number of states agency (see above) 50 points

Evaluation Procedure: Students need to attend all assigned classes. Students may not miss more than one class sessions to receive a passing grade. Instructor reserves the right to lower the grade due to habitual tardiness.

GRADING SCALE:

360-400pts	= A	260-279	= D
320-359	= B	256 and below	=F
280-319	= C	Attendance/no drop	=U

Classroom Procedures and Information:

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Technology Center

COURSE OF STUDY

Instructor: Sybille McKay

Course Title: Unit 9-Developing as an Early Education Professional

Course Length: 10 Hours

Credits: Student Transcript upon request

Prerequisites: Basic Windows/Internet navigation skills are highly recommended. Classes may be taken in any order, should take unit 10 last. Ideally student will work at a child care facility, or have done so in the past. To be employed in Oklahoma at a licensed child care facility, you have to be able to pass a background check/sex offender registry check.

Course Description: The job of being an early education teacher requires that individuals are skilled in many different aspects of caring for young children. Early education teachers should continually strive to improve their job performance in order to give children the best possible care. Early education teachers who are willing to learn more about their job and how to better perform it, will have a more rewarding career.

Class Objectives:

- Students will learn about attributes and skills of an early care professional
- Students will identify key elements in job satisfaction
- Students will list early childhood associations
- Students will answer questions of the attributes of a team and the teacher's role.
- Students will answer questions about the importance of continuing professional education
- Students will learn about ways to maintain personal wellness
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Class Assignments:

1. End of Unit Test – possible points 100
2. Attendance – possible points 100
3. Participation in class possible points 100
4. Assignment 1 – List 3 professional organizations 50 points
5. Assignment 2 – Reflect on how your professional practices maintain a commitment to professionalism (see above) 50 points

Evaluation Procedure: Students need to attend all assigned classes. Students may not miss more than one class sessions to receive a passing grade. Instructor reserves the right to lower the grade due to habitual tardiness.

GRADING SCALE:

360-400pts	= A	260-279	= D
320-359	= B	256 and below	=F
280-319	= C	Attendance/no drop	=U

Classroom Procedures and Information:

1. Turn cell phones on silent – text messaging not allowed.
2. Enroll early in the next unit-cancellation decisions are typically made by noon the day prior to class beginning.

Instructional Materials: Pens/Pencils, paper, binders, textbook at GPTC bookstore.

Bibliography: Early Care & Education: Pathway to Your National Credential, Student Edition, CIMC. This textbook is required.

GREAT PLAINS

Technology Center

COURSE OF STUDY

Instructor: Sybille McKay
Course Title: Unit 10-Putting it all Together
Course Length: 15 Hours
Credits: Student Transcript upon request

Prerequisites: Basic Windows/Internet navigation skills are highly recommended. Classes may be taken in any order, should take unit 10 last. Ideally student will work at a child care facility, or have done so in the past. To be employed in Oklahoma at a licensed child care facility, you have to be able to pass a background check/sex offender registry check.

Course Description: Upon enrolling in unit 10, the student will receive a guide that outlines the format for the specific National Credential they are pursuing. After completing this unit the student will have a Professional Portfolio that meets the guidelines for the National Credential they are pursuing.

Evaluation Procedure: Students need to attend all assigned classes.

GRADING SCALE:

90-100	= A	65-69	= D
80-89	= B	64 and below	=F
70-79	= C	Attendance/no drop	=U

Classroom Procedures and Information:

1. Turn cell phones on silent – text messaging not allowed.
2. Enroll early in the next unit-cancellation decisions are typically made by noon the day prior to class beginning.

Instructional Materials: Pens/Pencils, paper, binders, textbook at GPTC bookstore.

Bibliography: Early Care & Education: Pathway to Your National Credential, Student Edition, CIMC. This textbook is required.